

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE  
NO.

SUBJECT: Procedures and Responsibilities Relative to Personnel  
Statistics and Tables of Organization

REVISION: CIA Notice No.

1. The provisions of this notice are effective upon publication. Special requirements of CIA Notice  continue to apply to actions involving grades GS-16, GS-17 and GS-18.

2. The Personnel Office has responsibility for production, advice and technical supervision relative to personnel statistics throughout CIA and should be kept apprised of the need for such statistics by all elements of CIA in order to improve accuracy and eliminate duplication. The Inspection and Security Office will continue to prepare clearance statistics and coordinate them with the Personnel Office.

3. Ceiling adjustments within an Office may be approved by the Office Head concerned; ceiling adjustments between Offices under the same Deputy Director may be approved by the Deputy Director concerned; ceiling adjustments between Deputy Director areas may be approved by the Deputy Director (Administration) if they result from approved functional shifts. Any other ceiling increase requires the approval of the Director of Central Intelligence.

(a) Ceiling increases or adjustments required to make T/O increases or adjustments effective will be clearly and specifically stated in T/O proposals. Increases requiring the Director's approval will be fully supported in the T/O proposal in form for submission to the Director of Central Intelligence after the processing outlined in paragraph 4 below.

(b) Ceiling increases requested independently of any T/O proposal will be prepared with fully supporting data and submitted to the Director of Central Intelligence through the Deputy Director (Administration).

(c) The Personnel Office has responsibility for central record keeping in connection with CIA on-duty personnel ceilings and tables of organization and must be advised of internal ceiling changes. Responsibility for notifying the Personnel Office rests with the Deputy Director concerned.

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4. All requests involving classified (including ungraded) positions, except positions under the jurisdiction of the Deputy Director (Plans) authorized for projects and foreign field stations, shall be processed as follows:

(a) Office heads shall address proposals for new or changed tables of organization to the Deputy Director (Administration) and submit them directly to the Classification and Wage Division, Personnel Office, in triplicate. Proposals received with insufficient copies will be returned for submission in the required number. Proposals must be accompanied by complete justification including any workload data, organizational charts, functional statements and statements of basic related procedures which are necessary for an understanding of the proposals, and if upgrading of previously approved positions is requested, complete job information concerning these positions. If changes affecting positions in grades GS-16, GS-17, and GS-18 are involved, provisions of CIA Notice No. [ ] apply and this portion of the request must be prepared for submission in accordance with CIA Notice No. [ ]. The Classification and Wage Division will accomplish classification review and insure that the requests are expeditiously and simultaneously processed and coordinated as follows:

- (1) The Organization and Methods Service will review as to soundness of organizational structure, functions and procedures.
- (2) The Comptroller will comment as to the availability of funds and other appropriate matters.
- (3) The appropriate Administrative Office Chief will examine if space, equipment, transportation, or other administrative support is required.
- (4) The Deputy Director (Administration) will receive all proposals for action, except as indicated in paragraph b, below, together with signed concurrences or comments obtained during coordination.
- (5) The Personnel Office will effect dissemination of approved proposals.

(b) Revisions involving only changes in position nomenclature or grades may be effected through the concurrence of the Office concerned, the Personnel Office and the Comptroller (where significant budgetary changes are involved); provided however, that approval of the Director of Central Intelligence is obtained on grade changes at GS-16, GS-17, or GS-18. The Classification and Wage Division will arrange for coordination and dissemination of such changes upon receipt of proposals in triplicate from originating offices.

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(c) When one of the coordinating offices fails to concur, Classification and Wage Division will notify the originating Office of this fact in order that the originating and non-concurring offices may discuss the reasons for non-concurrence. Differences which are not reconciled in this manner will be summarized and referred to the Deputy Director (Administration) for decision.

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(d) CIA Form No.  will be used by the Personnel Office in rendering immediate notification to all organizations concerned of approved T/O changes except when the changes are too numerous to make the use of this form practical. Form 30-25 or a special machine listing of the revised T/O will serve as immediate authorization for the encumbrance of the position. Machine listings will be regularly furnished on a quarterly basis reflecting the currently approved T/O. When new machine listings are received, the previous T/O volume will be returned to Machine Records Branch for destruction.

5. T/O changes may be initiated by the Classification and Wage Division as a result of classification survey or review. Such proposals will be initially coordinated with the operating office concerned and processed in accordance with paragraph 4 above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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